
N-FOCUS Major Release

Children and Family Services

November 13, 2011

A Major Release of the N-FOCUS system is being implemented on November 13, 2011. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into four main sections:

General Interest and Mainframe Topics: All N-FOCUS users should read this section.

Electronic Application: N-FOCUS users responsible for case activity received through the Web based Electronic Application should read this section.

Developmental Disabilities Programs: N-FOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Development Disabilities Programs.

Expert System: All N-FOCUS users with responsibility for case entry for AABD/MED, ADC/MED, SNAP, CC, FW, IL, MED, and Retro MED should read this section.

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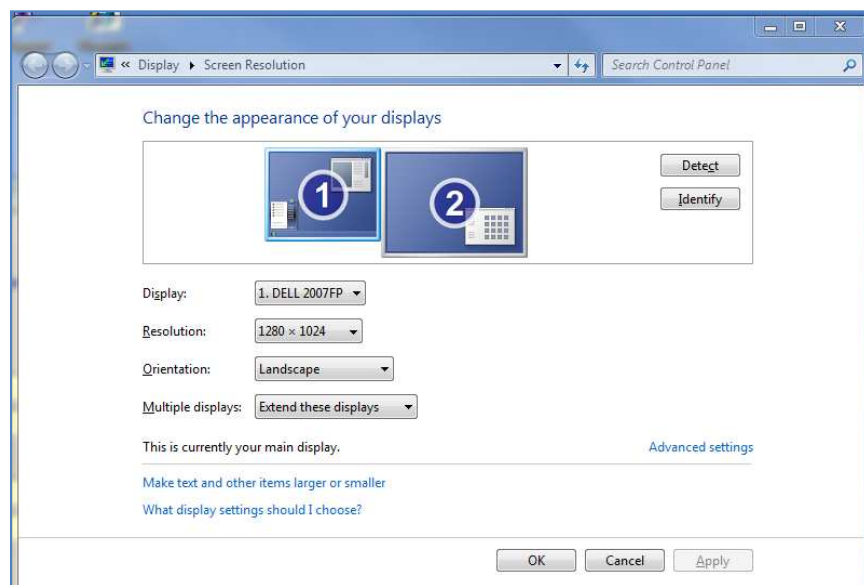
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General Interest and Mainframe

Windows 7 and Wide Monitor (Tip)

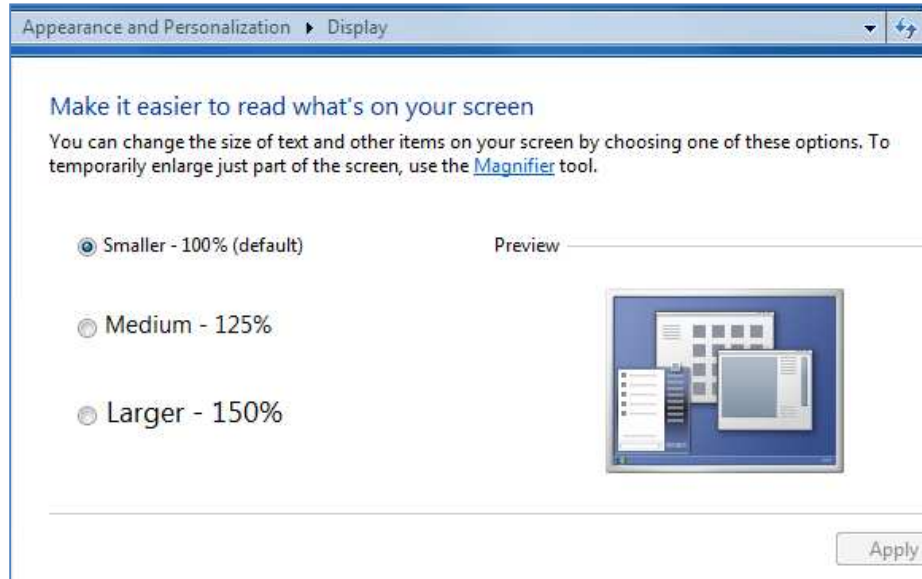
Screen Resolution

You can change your Screen Resolution. The resolution options depends on what type of monitor you have and you can select the resolution that is best for you. We do know if you use the 800 x 600 resolution you will not be able to see all the data on the windows.

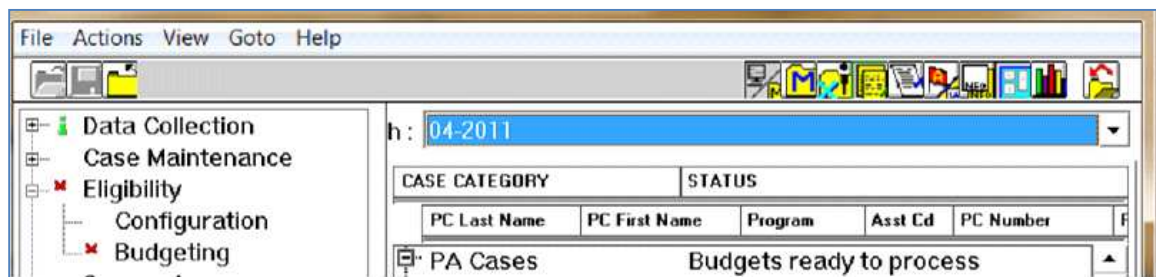


Control Panel – Change Display Settings

It is recommended that you do not make changes to your display. If you do change your display setting to be greater than 100%, the change of setting will affect your ability to view N-FOCUS windows and Electronic Applications.



An issue you will see in N-FOCUS is with the Benefit month dropdown field in Expert System.

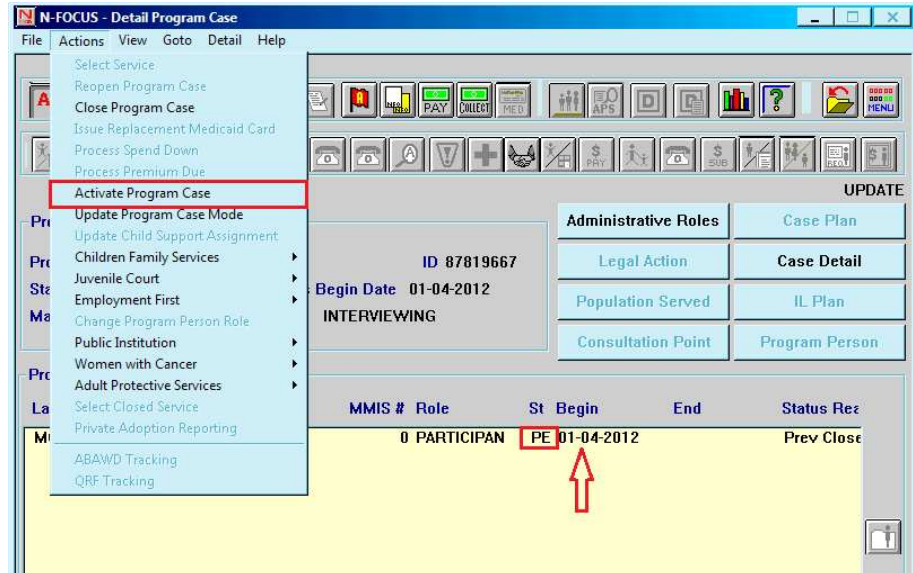


In order to change the Benefit month, do the following:

1. Highlight the field by clicking the drop-down arrow until the field turns blue
2. Change the month, one at a time forwards or backwards, using either your mouse wheel or the up and down arrows.

Activate Program Case for a Future Month (New)

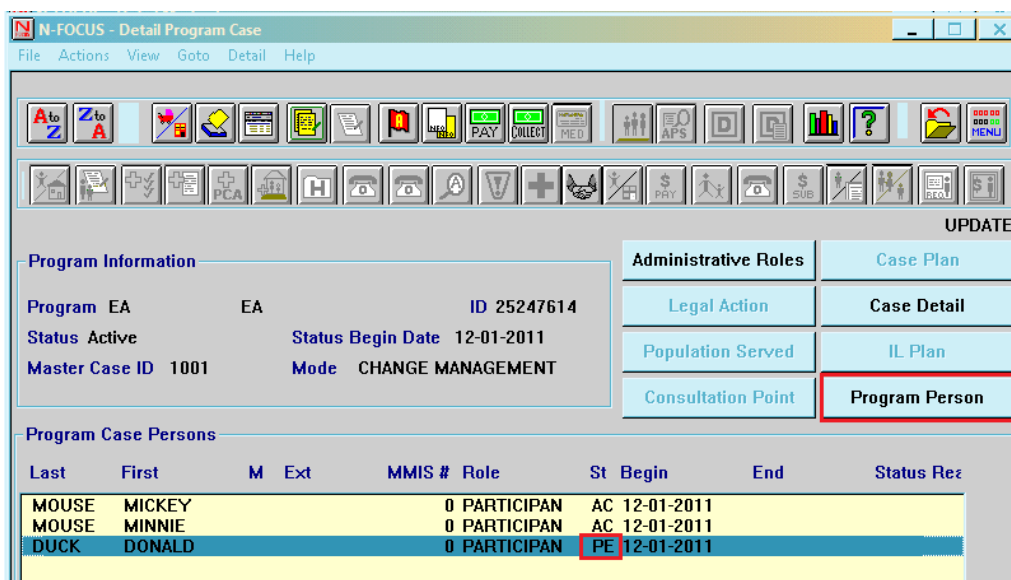
When an SSAD, SSCF, EA (Emergency Assistance) or Waiver Case related to a CFS MED Case is added in Pending Status, the Pending Case can now be activated, for a future month, from the Detail Program Case Window, Actions>Activate Program Case. This action will activate the case as of the Begin Date indicated.



Activate Program Case Person (Tip)

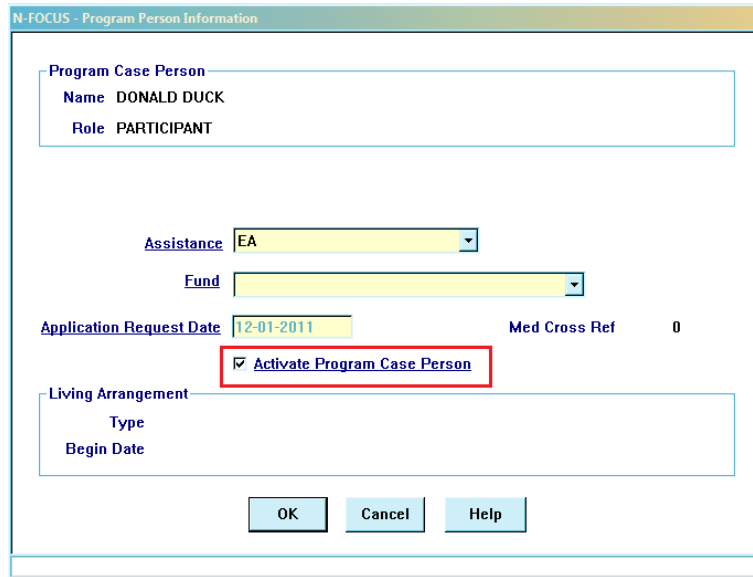
When a person is added in Pending Status to an Active Case, you cannot activate the Person by using the Actions>Activate Program Case option. To activate a Pending person in an Active case follow these steps:

1. Select the Pending Program Case Person.
2. Click the Program Person button.



3. Enter information in the Assistance and Fund fields as appropriate.
4. Select the Activate Program Case Person option.

- Click OK.



N-FOCUS - Program Person Information

Program Case Person

Name DONALD DUCK
Role PARTICIPANT

Assistance EA

Fund

Application Request Date 12-01-2011 **Med Cross Ref** 0

☒ **Activate Program Case Person**

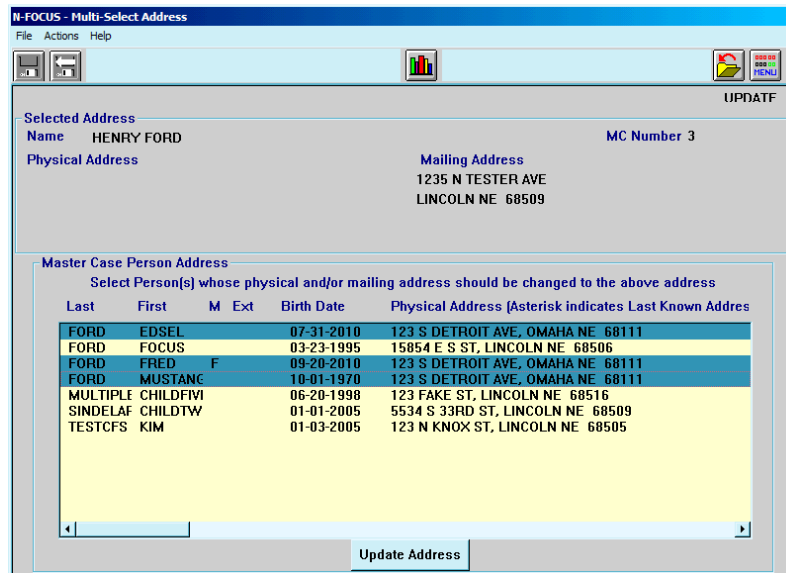
Living Arrangement

Type
Begin Date

OK Cancel Help

Multi-Select Mailing Address (Change)

When adding or changing a person's mailing address, you will now be able to multi-select other person's within the Master Case who have the same Mailing Address.



N-FOCUS - Multi-Select Address

File Actions Help

Selected Address

Name HENRY FORD **MC Number** 3

Physical Address **Mailing Address**
1235 N TESTER AVE
LINCOLN NE 68509

Master Case Person Address

Select Person(s) whose physical and/or mailing address should be changed to the above address

Last	First	M	Ext	Birth Date	Physical Address (Asterisk indicates Last Known Address)
FORD	EDSEL			07-31-2010	123 S DETROIT AVE, OMAHA NE 68111
FORD	FOCUS			03-23-1995	15854 E S ST, LINCOLN NE 68506
FORD	FRED	F		09-20-2010	123 S DETROIT AVE, OMAHA NE 68111
FORD	MUSTANG			10-01-1970	123 S DETROIT AVE, OMAHA NE 68111
MULTIPLE	CHILDFWI			06-20-1998	123 FAKE ST, LINCOLN NE 68516
SINDELAF	CHILDTW			01-01-2005	5534 S 33RD ST, LINCOLN NE 68509
TESTCFS	KIM			01-03-2005	123 N KNOX ST, LINCOLN NE 68505

Update Address

Child Care Record Keeping – OnBase Enterprise Content Management (Review)

The following information is being provided as a review to previous information you may have received regarding this topic.

Organization Personal Identification Number (PIN) for Child Care Providers (New)

Beginning in November, Child Care Providers will have the opportunity to enter and submit N-FOCUS billing documents and view Explanation of Payments (EOP) documents online via a product called OnBase. In support of the OnBase Claims project, N-FOCUS will create Personal Identification Numbers (PINs) for all Child Care Providers that have at least one active service authorization. The PIN will be sent via an electronic process to OnBase. A letter notifying the organization of the PIN and instructions for creating an account in OnBase will be created and mailed by OnBase.

All Child Care providers currently set up to receive batch pre-print N-FOCUS billing documents will be sent to OnBase. Initially, only Child Care Centers will be required to receive billing documents and EOPs electronically. Other providers may elect to receive the documents electronically, or continue to receive paper billing documents and EOP statements that will be created by OnBase.

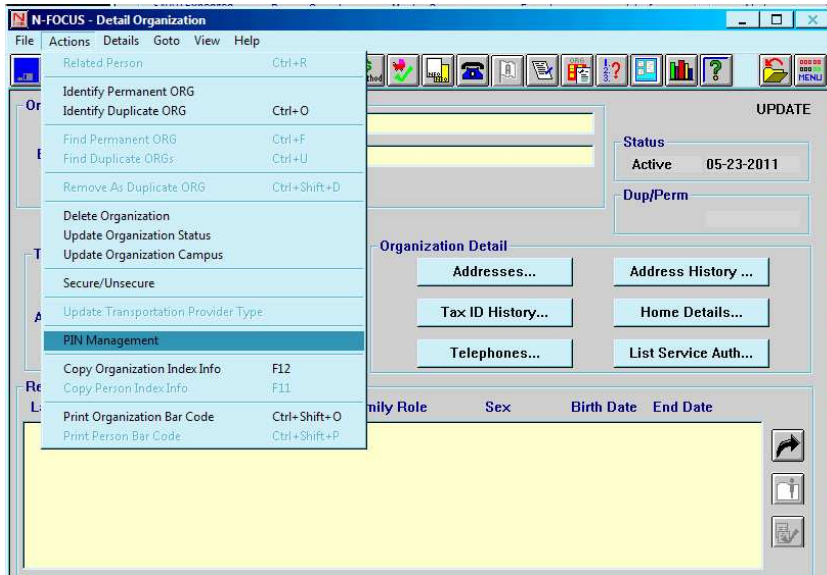
Organization PIN Management (New)

RD Workers and their Supervisors will have the ability to clear existing PIN numbers for any Child Care related owner, provider or payee organization that needs a new PIN. A new PIN will then be created and sent to OnBase overnight (if there is an active Child Care service authorization associated with the organization). OnBase will send a letter to notify the Organizations of the PIN number and how to register online.

Clearing a PIN (New)

The Organization PIN Management window is accessed via the PIN Management selection from the Actions drop-down menu on the Detail Organization window.

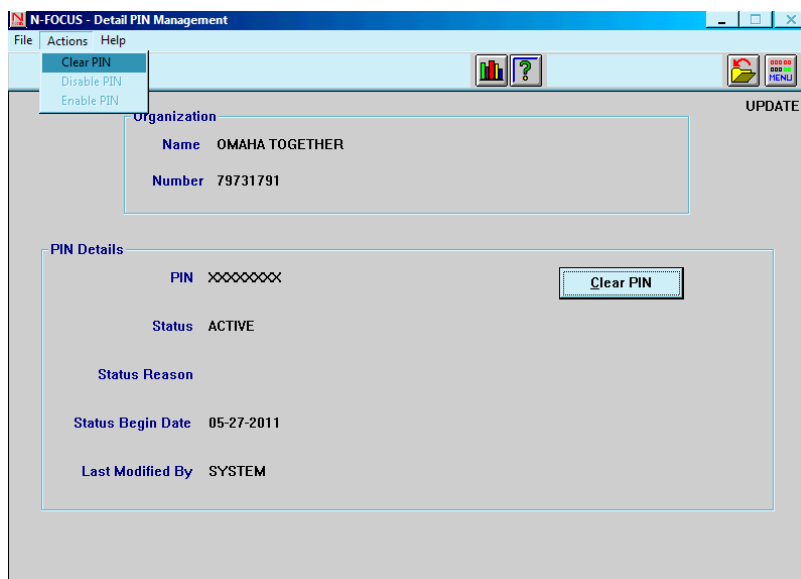
The PIN Management window for Organizations displays the Organization name and number in the top box. Specific PIN Details are found in the bottom box. Organization PINs will be created in Active status. If the Organization representative loses or forgets the PIN and needs it to log into the OnBase system, the existing PIN needs to be cleared so a new one can be created.



To clear the PIN, select the Clear PIN option from the Actions drop-down menu on the Detail PIN Management window.

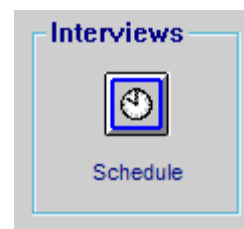
A new PIN will be assigned overnight as long as there is an active CC service authorization associated to that Organization.

In rare circumstances, such as fraud, the Organization PIN will be disabled to prevent further action. The security to Disable or Enable a PIN is limited to N-FOCUS Production Support.



Interviews-Schedule Icon (New)

The Interviews Schedule icon now appears on the N-FOCUS Main Menu. The functionality behind this icon documents Interviews that are automatically scheduled for clients who apply for specific Economic Assistance Programs.



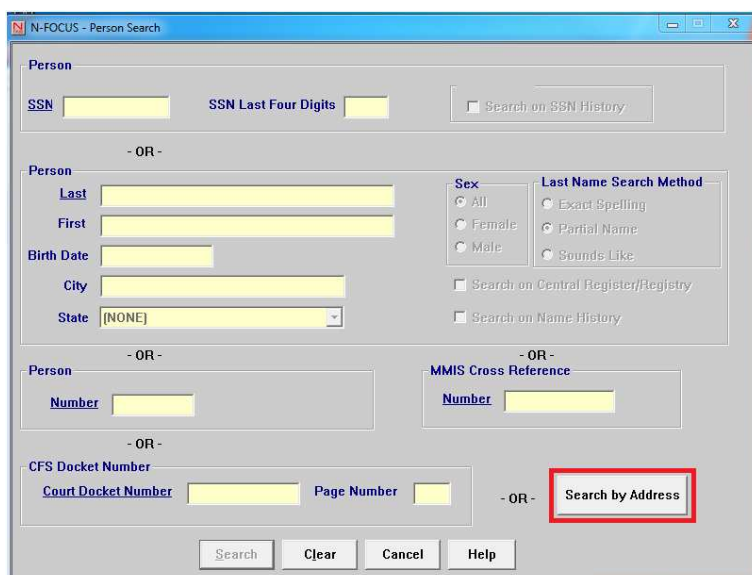
Search for Person(S) By Address (New)

Search by Address is now available through the Person Search window. This address search will display any person who has ever lived at this address. The person may or may not be at this address anymore. The address search should not be considered verification of a person's address.

Note: Addresses are not end dated in NFOCUS unless an address is changed /added for a person.

To Search by Address, follow these steps:

From the Detail Person Search window, click the Search by Address button.



The Search Person(s) by Address window displays.

N-FOCUS - Search for Person(s) by Address

Number Direction Street Name Type Postdirection

Unit Type Unit Number

City State NE Zip Code -

OK Clear Cancel

04-22-2009 10:34:15

There are two types of searches available, and the type you initiate depends upon the field or fields in which you enter search data:

- Non-exact Search when you only have limited sequential data in the Number field plus a City.
- Exact Search requires you to enter data exactly as it displays in N-FOCUS;

Note: When you enter a character into any of the following fields: Direction, Street Name and/or Type, Post direction, Unit Type and/or Number, 'EXACT SEARCH' displays on the window. This indicates that you should attempt to replicate exactly what was previously entered in N-FOCUS.

When entering numbers in the Number field together with City information, the system executes a non-exact search.

N-FOCUS - Search for Person(s) by Address

Number Direction Street Name Type Postdirection

123 Unit Type Unit Number

City State NE Zip Code -

OK Clear Cancel

04-28-2009 13:28:12

Entering a single character in any other field other than the Number and City fields discussed above, and N-FOCUS will execute an exact search.

N-FOCUS - Search for Person(s) by Address

EXACT SEARCH

Number	Direction	Street Name	Type	Postdirection
123	S			

Unit Type: Unit Number:

City: State: NE Zip Code: -

OK Clear Cancel

04-28-2009 13:26:01

Conducting an Exact Search (New)

Use this method only when you are sure of how the exact address was added to N-FOCUS. For instance, if you are confident the data was entered into N-FOCUS precisely in the manner you are going to enter the data in the available fields you could use the Exact Search method.

Note: If any character was entered incorrectly or out of order, e.g. including an extra space between two words, a match will not be found.

TIPS for Using EXACT Search (Tip)

When using the Exact Search method, it may be necessary to try more than one combination of search criteria, to find all of the entries. Even though the address may be on the system in some form, you might get a message indicating the address was not found.



N-FOCUS - Search for Person(s) by Address

EXACT SEARCH

Number	Direction	Street Name	Type	Postdirection
2445	S	106	ST	

Unit Type: APT Unit Number: 12C

City: LINCOLN State: NE Zip Code: 68507 -

OK Clear Cancel

04-28-2009 15:19:34

EXAMPLE

- If you enter information in all of the fields, as indicated in the above screen print, and you received the message “No address match the specified search criteria”, you might try using just the Number, Direction and Street Name/Type without Unit Type.
 - o It is common for people to omit the Unit Type and Unit Number when they report their address
 - o You might also try leaving the Street Type field blank as this has also been common

Address Entry Guidelines (Review)

The following guidelines were provided for address entry when the N-FOCUS Address functionality was redesign:

- 1) Street number in Number field only;
- 2) Direction in Direction field only;
- 3) Only the NAME of the street in the Street Name field;
- 4) Street name TYPE abbreviation in the Type field (there is an extensive dropdown list with the ten most common in the first ten rows;
- 5) Post direction available as necessary;
- 6) Utilize the correct unit type and number when they exist in an address;
- 7) Enter numbered streets without suffixes, for example, use 1 instead of 1st , etc.
- 8) Avoid symbols, dashes, etc.

Conducting a Broader Search - Non-Exact Search (New)

To conduct a broader search by address, enter the first two or three (or more) numbers in the Number field, and the City in which you want to conduct the search. Using this type of broad search will bring up a list of possible matches throughout the city that match the series of numbers you entered within that city.

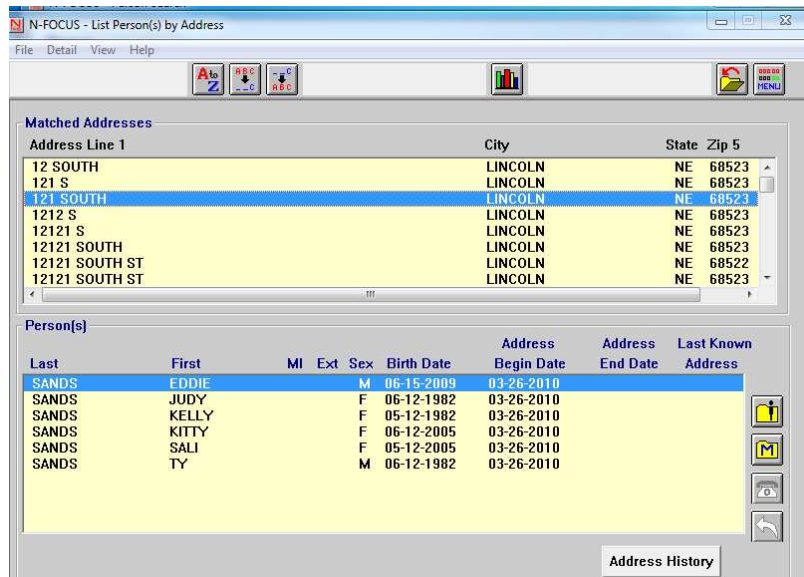
In the List Presented by Address window shown, the worker entered “12” into the Number field for city of Lincoln. The list shows the addresses that begin with “12” in Lincoln.

NOTE: All of the Sort and Filter functions available on this window allow you to modify the display of the Person(s) list box only.

Matched Addresses			
Address Line 1	City	State	Zip 5
12 12	LINCOLN	NE	68512
12 DINER LN	LINCOLN	NE	68502
12 R ST	LINCOLN	NE	68504
12 W BURLINGTON RD	LINCOLN	NE	68516
1218 DAHLGREN	LINCOLN	NE	68504
122 W FOUST AVE	LINCOLN	NE	68509
1220 S ST AVE	LINCOLN	NE	68509
123 45	LINCOLN	NE	68521

Person(s)								
Last	First	MI	Ext	Sex	Birth Date	Address Begin Date	Address End Date	Last Known Address

- 1) To display all persons on the system for a given address, highlight an address from the list Matched Addresses list box.
A list of persons who are known to N-FOCUS that have lived at the address will show in the Person(s) section at the bottom of the window.



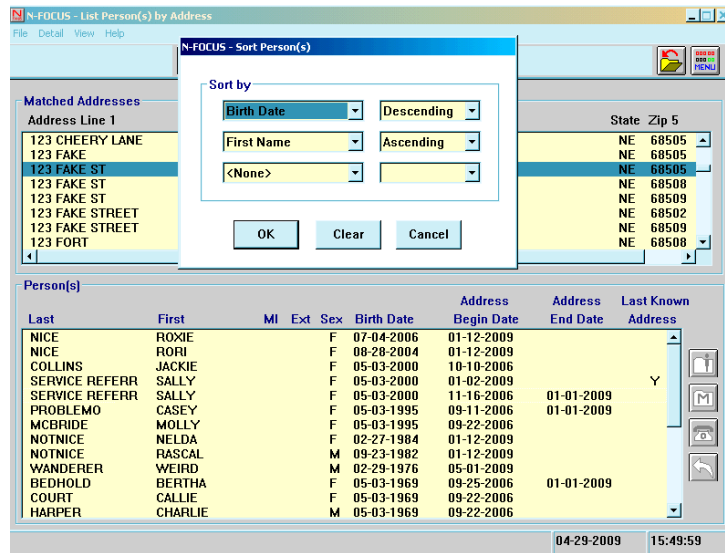
- 2) Highlight a Person from the Person(s) list box to enable the icons.
 - a. The Person icon allows you to go into the Person detail information to determine if this person is a possible match or not.
 - b. The Master Case and Intake icon are only enabled when the person you have highlighted is in a Master Case or an Intake. Clicking the icon takes you directly to their information.
 - c. The return arrow is never enabled from this search.
 - d. Address History will enable when the person selected has an Address History on N-FOCUS

Sort Function (Tip)

To Sort the list of persons who have lived at a specific address, follow these steps:



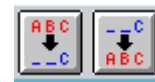
1. Complete your search.
2. From the List Person(s) by Address window, select the address you are researching from the Matched Addresses section.
A list of person who N-FOCUS shows as having provided us with this address will display in the Person(s) section.
3. Click the Sort icon.
The Sort Persons pop-up window will display.



4. Select your sort options.
You can sort by any of the columns listed in the Person(s) section by Ascending or Decending order.
5. Click OK

Filter Function (Tip)

The Filter List and Unfilter List icons are also available to help you narrow down the list of Person(s) listed on the List Person(s) by Address window. To use this feature, follow these steps:



1. Complete your search.
2. From the List Person(s) by Address window, select the address you are researching from the Matched Addresses section.
A list of person who N-FOCUS shows as having provided us with this address will display in the Person(s) section.
3. Click the Filter Persons List icon.
You can filter the list by any of the columns listed in the Person(s) section of the window. In our example, we are searching for all of the people with the First Name of Sally.
4. Click OK.
The Person(s) section of the window will now only display the persons who match the filter criteria you indicated.

Click the Unfilter Persons List icon to again see the entire list of Persons who met your original search criteria.

The 'N-FOCUS - Filter Person(s)' dialog box is shown. It contains a 'Filter by' section with radio buttons for different criteria: Last Name, First Name (selected), Sex, Birth Date, Begin Date, End Date, and Last Known. The 'First Name' field is populated with 'SALLY'. There are also buttons for 'OK' and 'Cancel'.

Correspondence

Fostering Connections – School and Educational Allowance Correspondence (New)

Three new pieces of correspondence are available regarding the Fostering Connections to Success and Increasing Adoption Act of 2008. The three selections for 'Age Related Detail' are Adoption, Guardianship and JC/CFS.

Refer to the 'Fostering Connections to Success and Increasing Adoption Act of 2008' section within this document for a further explanation of the changes made to N-FOCUS regarding this program.

Adoption Correspondence (New)

The bottom left corner of the correspondence cover page will indicate the letter is related to an Adoption. This correspondence is to be given to the Adoptive Parent. Both the 'Print Now' and 'Print Later' options are available. If you select the 'Print Later' option, the correspondence will be mailed directly to the adoptive parent based on the current address documented in N-FOCUS.

The signature of the Adoptive Parent(s) is required on this letter. The Worker's name and contact information will display on this letter should there be any questions.

Guardianship Correspondence (New)

The bottom left corner of the correspondence cover page will indicate the letter is related to an Guardianship. This correspondence is given to the Guardian(s). Both the 'Print Now' and 'Print Later' options are available. If you select the 'Print Later' option, the correspondence will be mailed directly to the Guardian(s) based on the current address documented in N-FOCUS.

The signature of the Guardian(s) is required on this letter. The Worker's name and contact information will display on this letter should there be any questions.

JC/CFS Correspondence (New)

This piece of correspondence is to be delivered to the appropriate Case Manager and requires the Worker's signature. No cover sheet is included with this letter.

School District Notice Letter (Change)

Previously, on the School District Notice letter, in paragraph #2 (Child Currently Resides with :) the address utilized was the mailing address instead of the physical address. That has now been changed so that the physical for the child will be used.

No Send To Person Displays (Change)

When creating a Verification Request, if no person is listed in the Send To field, the following error message and instructions will display:

"The Program Case Name Person or Case Representative must have a Notice Indicator of Y for a name to display in the Send To drop down. Go to Administrative Roles to add the Indicator or contact Production Support."

[Client Benefit Inquiry PIN Letter \(Change\)](#)

The Developmental Disabilities (DD) programs are being added to the Client Benefit Inquiry (CBI) on ACCESSNebraska effective with this release. The PIN letter will be sent to these clients so they can view their benefits online.

[APS Notice to Perpetrator When Finding = Unfounded \(Reinstated\)](#)

This notice was discontinued in March 2011. The correspondence has been reinstated with this release. This notice will be sent when the finding of Unfounded is entered and saved in Allegation.

[Alerts](#)

The following new alerts and changes to existing alerts will affect both Assigned Cases and cases within the Universal Caseload unless otherwise indicated.

[CFS #323 Approved Home Closed \(New\)](#)

The new Facility Type DD Family Home (Approved) will be added to the N-FOCUS edit that will close the Approval on the Detail License/Approval window and the Facility Type on the Home Details window, if a placement has not been documented within 60 days.

Alert Text – The Approved home of <Organization Name>, ID #<Organization ID #>, has been closed because a placement hasn't occurred in the past 60 days.

[Economic Assistance #384 – Citizenship Not Verified \(Tip\)](#)

This alert pertains to CFS MED Cases.

The SVES interface runs daily and will provide verifications regarding SSN and Citizenship. When Citizenship cannot be verified for a verified SSN, this alert will be created.

Alert Text – SSN is verified. The Citizenship was not verified for this SSN. Send Verification Letter to client to obtain documentation.

[Economic Assistance #385 Citizenship Not Verified \(Tip\)](#)

This alert pertains to CFS MED Cases.

The SVES interface runs daily and will provide verifications regarding SSN and Citizenship. This alert will display when SSA notifies us that a verified SSN belongs to a person who is deceased.

Alert Text – The citizenship was not verified for this SSN. SSN is verified but there is indication of death. Send verification letter to client to obtain documentation.

[Economic Assistance #386 MESA CC Service Auth \(New\)](#)

This alert will be created when the Child Care Fee in a MESA authorized Child Care budget is different from the fee in the most current authorized budget, regular or recalc. MESA will do the budgeting and send an Expert System notice; however, the service authorization needs to be updated to reflect the new fee.

Alert Text – MESA – CC has been process for <budget month and year>. There is a change in the childcare fee. Update the service authorization accordingly.

[Economic Assistance #389 MESA Worker Request \(New\)](#)

This alert will replace the MESA Report that indicates Worker Requested Mass Changes not to be processed automatically by N-FOCUS.

Alert Text - The indicator was set to not process these Master Cases through mass change. If these Master cases should be processed through automated mass change in the future, go to the Detail Master Case window, select “Set Mass Change Indicator” under the Detail drop down menu and change to “Process by System”.

[Economic Assistance #388 MESA FPL \(Change\)](#)

This alert will replace the MESA Report.

Alert Text – Medicaid case <Program Case ID> needs to have a new budget starting with <mm/yyyy> due to Federal Poverty Level change.

[MESA Alert High Priority \(Change\)](#)

All MESA alerts will create high priority Work Tasks for the Universal Caseload.

[Economic Assistance #175 Return 90 Days – No \(Change\)](#)

This alert displays when a child has been removed from a home and is not expected to return within 90 days. When the Limit to Non CFS check box is selected on the List Master Case Alerts/Work Tasks window, this Alert has been filtered out. Effective with this release, this Alert will remain on the list when the Limit to Non CFS check box is selected.

Alert Text - <Child’s Name> removed from home and the plan is not to return the child in 90 days.

[CFS #306 Investigation \(Fix\)](#)

Previously, not all workers assigned to a Service Approval were receiving the Alert regarding an Organization or an Organization Related Person being involved in an Intake. With this release that issue has been fixed, so that all workers assigned to the Service Approval will now receive the Alert. However, be aware that with this fix, you may receive the same Alert multiple times. For example, if the Organization involved in the Intake has 5 Service Approvals and you are assigned to all five, you will receive Alert five (5) times.

Alert Text – Either this Organization or a related person in this organization is being investigated by Protection and Safety. See Intake #<Intake Number>.

[CFS #313 Parent Info \(Change\)](#)

This alert is created from the CHARTS Interface and is intended for CFS workers. When the Limit to Non CFS check box is selected on the List Master Case Alerts/Work Tasks window, this Alert has not been filtered out. Effective with this release, this Alert will no longer remain on the list when the Limit to Non CFS check box is selected.

Alert Text - <Parent Name> is Parent to <Child Name> on CHARTS. Check CHARTS and add parent to CFS case.

[Economic Assistance #248 – Age Change \(Change\)](#)

This alert will now include clients in Subsidized Guardianship and Subsidized Guardianship MED cases who are reaching age 18 and are IV-E eligible.

Alert Text - <ARP Name> will turn <age> on <date>, is participating in <Program Case Involvement>.

[Removal of More- and More+ Buttons \(Change\)](#)

The More- and More+ buttons will be removed from the following Alert windows:

- List Master Case Alerts
- List Program Case Alerts
- List Position Alerts

[Electronic Application](#)

[Client Benefit Inquiry Log Out Button \(New\)](#)

A Log Out button is now available for clients when they are logged into the Client Benefit Inquiry area of ACCESSNebraska.

[Client Benefit Inquiry \(change\)](#)

The error/loop some clients were experiencing on the Security Questions page has been fixed.

[Electronic Application \(Change\)](#)

'Do I Qualify' has been changed to allow up to \$25,000.00 in liquid resources for SNAP applications due to the Expanded Resource Program.

[Clarification to E-Application \(Change\)](#)

Changes have been made to the questions dealing with Resources, Income, Expenses and Medical in order to clarify to the client that the questions are relevant to anyone in the household and not just to the individual filling out the application.

Resources

In this section, clients will be asked to give information on assets that are available to their household.

Example: If anyone has bank accounts, burial funds, etc. we will ask for the balance, location and account number for each account.

Income

In this section, clients will be asked to give us information on their household's income.

Example: If anyone is employed, we will ask your current wage as well as your employer's name and address.

Expenses

In this section, clients will be asked to give us information about their household expenses.

Example: If anyone pays rent or mortgage, we will ask for the amount and if anyone helps you pay this bill. If you rent your home, we will also need the name and phone number of your landlord. We will also ask about your utility bills.

Medical

In this section, clients will be asked about medical insurance and, depending upon which program they apply for, they may be asked about medical expenses.

Example: If anyone is covered by health insurance, we will ask about the name of the insurance company, policy number, premium amount and who is covered.

Developmental Disabilities Programs

Client Benefit Inquiry PIN Letter (Change)

The Developmental Disabilities (DD) programs are being added to the Client Benefit Inquiry (CBI) on ACCESSNebraska effective with this release. The PIN letter will be sent to these clients so they can view their benefits online.

Expert System

SNAP Expanded Resource Program (New)

The SNAP Expanded Resource Program(ERP) became effective October 1, 2011. SNAP budgeting will now reflect the Expanded Resource regulations. Households eligible for the ERP have a resource maximum of \$25,000.00 in liquid resources. Non-liquid resources such as vehicles, property and burial resources are excluded. When workers select and enter 'Other FSP- Countable Resource-' the resources will be counted.

Households with at least one person that is Financially Responsible with the following reasons are **not eligible** for ERP:

1. Intentional Program Violation #1
2. Intentional Program Violation #2
3. Intentional Program Violation #3
4. Sale of Drugs #1
5. Sale of Drugs #2
6. Convicted Drug Felon (SNAP)
7. Trafficking
8. Buying firearms

9. Misrepresenting Identity or Residency Conviction
10. Work Requirement #1 SNAP
11. Work Requirement # 2 SNAP
12. Work Requirement #3 SNAP
13. Ineligible ABAWD

Households not eligible for ERP will be tested for eligibility for the regular SNAP resources maximums, \$2000.00 or \$3250.00.

One and two person households are not eligible for the \$16.00 minimum payment in the ERP program. These households will be tested for the \$16.00 minimum payment under the regular SNAP resource maximum rules.

Resources will continue to be excluded for TBR households.

All SNAP resource exclusion rules will still apply, for example, resources of AABD, ADC and SSI recipients will continue to be excluded. Property valued at less than \$1500.00 will continue to be excluded.

Resources will continue to be excluded for households that are Categorically Eligible.

Categorical Eligibility Determination (Change)

Workers will no longer determine Categorical Eligibility. SNAP Budgeting will determine Categorical Eligibility for:

- Households in which all Participants receive or are authorized to:
 - Receive SSI benefits and/or
 - Are active participants in an AABD program case and/ or
 - Are active participants in an ADC program case.

OR

- At least one member is authorized to or receives:
 - ADC Emergency Assistance program case and/or
 - Employment First Services, determined the above by having an Employment First (EF) case in Transitional (TR) status.

Citizenship & Identification Verification by SSA (Change)

Citizenship and Identification may be verified by SSA through the SVES Interface.

If the SVES Interface returns a verified citizenship code then no additional verification is required for this client's citizenship or identification.

The system will look for Pending Participants in a qualifying Medicaid case (AABD, ADC, MED and CFS MED). A check will be made to see if the Citizenship/Identification has already been verified and if not, create the Citizenship record to send to SVES.

When the Verified Code is returned, the ARP Verifications for US Citizenship & Identification are updated by the system with the verified source as "SVES Interface".

LAST NAME	FIRST NAME	DOB	AGE	ARP ID NBR
Type	Description	Item Date	Amnt	Source
FLY	FIRE	06-1977	34	83067206
FLY	FRUIT	07-2007	4	78331629
Birth Date	07-07-2007			Unverified
Identification				SVES Interface
SSN	740-23-1590			SVES Interface
U.S. Citizen...				SVES Interface

The US Citizenship is also updated to reflect the information received from SVES.

LAST NAME	FIRST NAME	DOB/EDD	AGE	NUMBER
Citizen/Immigration Status		Begin Date	U.S. Entry Date	Alien Reg Num
FLY	FIRE	06-1977	34	83067206
FLY	FRUIT	07-2007	4	78331629
U.S. Citizen		04-26-2011		

There are two Alerts to notify you when Citizenship and Identification cannot be verified by SSA. Please refer to the Alerts section of this document for further details regarding these Alerts.

Children and Family Services

Placement Active Status Date (New)

The Active Status Date will now display on the far right of the Placements list box on the List Removal/Placement window. This date indicates the date the active placement was entered on N-FOCUS.

N-FOCUS - List Removal/Placement

File Action Goto View Help

Childs Name
TINY DOE

Removals

Date	ICPC/ICJ	Removed From
11-01-2011	N/A	

Placements

Facility Type/Living Arrangements	Closure Reason	Active Status Date
Emergency Shelter Center		11-09-2011

Legal Status (Change)

The following options are no longer valid selections on the Contracted Organization Assignment Organization drop down list:

- Boys and Girls – Central Service Area
- Boys and Girls – Northern Service Area
- Girls Western Service Area

The following options have been added to the Organization drop down list:

- DHHS – Central Service Area
- DHHS – Northern Service Area
- DHHS – Western Service Area

Legal Status (Change)

The legal status of “Child in Non-Court Case” will now be called “Non-Court Involved Child”.

Youth Level of Service Assessment (Change)

There have been several changes/updates for how the YLS Assessment functions. They are described below.

Closing YLS Assessments (Change)

A check has been added to prevent an YLS Assessment from being end dated when a youth is closed on a program case but is still open in another program case. The YLS Assessment for a youth will not be end dated until that youth is end dated or closed on all CFS Program Cases.

YLS Narrative (Change)

A change has been made to allow the CFS Worker to document information for each of the YLS Assessments as it is captured instead of forcing the worker to create a new YLS Assessment. The following changes are being implemented to accommodate this request:

A Narrative icon has been added to the YLS Assessment Detail window.

N-FOCUS - YLS Assessment Detail

File Actions Goto Detail Help

Person # 40839067 Name BART SIMPSON Status DRAFT ADD

Assessment Date 10-27-2011 Documented By I M NICE

Assessment Type Assessment ID

Approved By

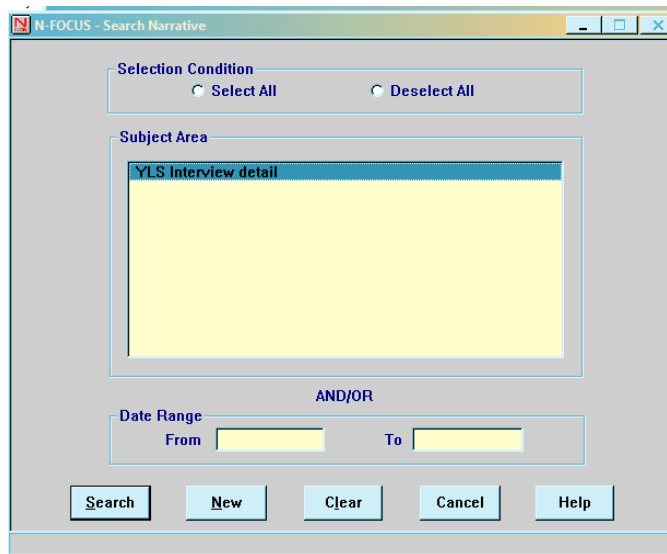
Domain	Score	Risk Level	Strength
Offenses/Dispositions			
Family/Parenting			
Education/Employment			
Peer Relations			
Substance Abuse			
Leisure/Recreation			
Personality/Behavior			
Attitudes/Orientation			

Interview Summary Needs

Total Score 0 Risk Level Low Risk

10-27-2011 13:11:03

Selecting the Narrative icon opens the Search Narrative window. Click New to open the Detail Narrative window.

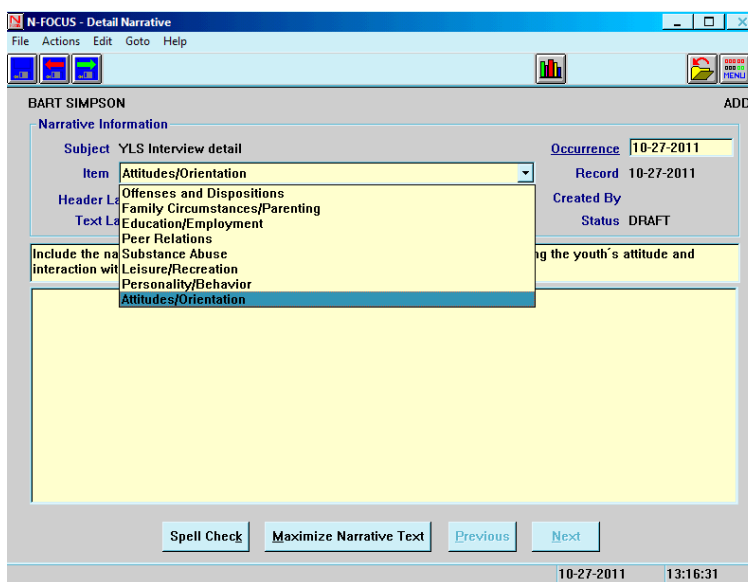


The 'N-FOCUS - Search Narrative' window contains the following elements:

- Selection Condition:** Radio buttons for 'Select All' and 'Deselect All'.
- Subject Area:** A list box containing 'YLS Interview detail'.
- Date Range:** Labeled 'AND/OR', with 'From' and 'To' input fields.
- Buttons:** Search, New, Clear, Cancel, and Help.

The Detail Narrative window will open for the worker to enter narrative about each of the eight (8) YLS Domains shown below:

This narrative can be added to any YLS Assessment. The Occurrence date will be used to determine if the narrative will be printed when the worker requests that the YLS Interview Summary to be printed



The 'N-FOCUS - Detail Narrative' window displays the following information for 'BART SIMPSON':

- Subject:** YLS Interview detail
- Item:** A dropdown menu with options: Attitudes/Orientation, Offenses and Dispositions, Family Circumstances/Parenting, Education/Employment, Peer Relations, Substance Abuse, Leisure/Recreation, and Personality/Behavior. 'Attitudes/Orientation' is currently selected.
- Header L:** Offenses and Dispositions
- Text L:** Education/Employment
- Include the na:** Substance Abuse
- Interaction wit:** Leisure/Recreation
- Attitudes/Orientation** (highlighted)
- Occurrence:** 10-27-2011
- Record:** 10-27-2011
- Created By:**
- Status:** DRAFT
- ADD** button
- Buttons:** Spell Check, Maximize Narrative Text, Previous, Next
- Footer:** 10-27-2011 13:16:31

Printing the YLS Interview Summary (Change)

To print an YLS Interview Summary the worker selects the Action shown below. (This is not new)

With this release, the worker will see an interim dialogue box appear that provides options for what will be included in the printed document:

- Just selecting OK will print the Interview Summaries for the YLS Assessment that the worker is making the request from.
- When the check box “Include Interview Details” is checked the “To Date” will default to the current date and the “From Date” will default to the month prior to the current date. The worker can change these dates.
 - The printed document will include Interview Summaries for the YLS Assessment that the worker is making the request from and the new Interview Narratives that have occurrences dates that fall between the dates entered.
- When the check box “Include Interview Summaries” is checked the
 - “To Date” will default to the Assessment Date for the YLS Assessment that the worker is making the request from. This date cannot be changed.
 - “From Date” will default to the Assessment Date for the YLS Assessment that the worker is making the request from but this date can be changed to a prior date.
 - The printed document will include the Interview Summaries for the YLS Assessments that have an assessment date that falls between the selected dates.
 - This new option prevents the need for the worker to repeat prior assessment domain interview summaries just to get the information included in the printed document.
 - This will also prevent the need to print prior YLS Assessments just to see the Domain Interview Summaries written for those prior YLS Assessments.
- The last option is to check both boxes and enter the dates applicable and the worker wants to include in the printed document.

Domain	Interview Narrative
Offenses/Dispositions	This is to see how this works for printing.
Family/Parenting	This is to see how this works for printing.
Education/Employment	This is to see how this works for printing.
Peer Relations	This is to see how this works for printing.
Substance Abuse	This is to see how this works for printing.
Leisure/Recreation	This is to see how this works for printing.
Personality/Behavior	This is to see how this works for printing.
Attitudes/Orientation	This is to see how this works for printing.

☐ Include Interview Details

From Date: [] To Date: []

☐ Include Interview Summaries

From Date: [] To Date: []

OK Cancel

Intake (Change)

Intake Status Reason – Organization Related Investigation (New)

To accommodate new functionality aimed at enhancing documentation of Out-of-Home Assessments (CPS) and Organization Related Investigations (APS), “Organization Related Investigation” has been added as a reason for closing an APS Intake.

Unable to Identify Status Reason (Change)

The ability for the Intake Supervisors and select Central Office staff to update Intake Status Reasons on closed and approved intakes was introduced in March 2011. These users have requested that the Status Reason of “Unable to Identify” be included in the selection list. The option has been changed to include the Status Reason of “Unable to Identify”.

Default Allegation Findings for Select Intakes (Change)

When an intake is closed for the Intake Status Reason of Does Not Meet Definition, Entry Error or Multiple Reporter all of the Allegation Findings are defaulted.

The ability to add allegations after an intake is closed or approved was introduced in November 2010. To enter the allegation findings workers have been forced to reopen the intake and close it again.

This change will remove the requirement to reopen the Intake in order to correct an allegation finding reflected on allegations added after the Intake was closed.

-

With this release, when an allegation is added to an intake that is already closed for the Intake Status Reason outlined below the allegation finding will also be defaulted as shown:

- Does Not Meet Definition – Allegation finding = “Intake Not Accepted”
- Entry Error – Allegation finding = “Entry Error”
- Multiple Reporter – Allegation finding = “Multiple Reporter”

Caller/Reporter Information (Change)

The Caller/Reporter information will no longer print on the Intake Worksheet. It was found that the Intake Worksheet is being shared with other departments and areas. The Caller/Reporter identification is to be protected.

The Caller/Reporter Information will no longer print on the Intake Worksheet. This will provide the worker confidence that the Caller/Reporter Identity will not be compromised.

Allegation List Window Sort (Fix)

It was found that the Allegation list window was not sorting correctly on some fields. This has been fixed and all sorts are working appropriately.

Organizations (Change)

With this release, some new Organization Facility Types will be added to N-FOCUS while others will be removed.

Facility Types Added

- **DD Family Home (Approved)** – This is to be used when a youth is placed in family setting home certified by the Division of Developmental Disabilities and Approved by DHHS as a DD Family Home Approved, an Emergency Approval, or a Relative Home Approval.
- **DD Family Home (Licensed)** – This is to be used when a youth is placed in family setting home certified by the Division of Developmental Disabilities and Licensed by DHHS as a Foster Care Home.
- **DD Group Home** - This is to be used when a youth is placed in a group setting home certified by the Division of Developmental Disabilities. This Facility Type will not require that a License be documented on N-FOCUS
- **Professional Resource Family Care (PRFC)** - This is to be used when a youth is placed in a family home that is Licensed by DHHS as a Foster Care Home and approved by Magellan.

Facility Types Removed

- **Enhanced Treatment Group Home**
- **Foster Home – Treatment**
- **Group Home – Treatment**
- **Residential Treatment Facility**
- **Mental Health Facility**

Home Details – Organization ID Number (Change)

The Organization ID Number will now display on the Home Details window under the Organization Name.

Home Details (Fix)

The following fixes have been made to Home Details:

- The Licensing Agent will continue to display on the Detail Organization window when the Facility Type Status is changed to 'Hold' on the Home Details window.
- Child Specific Information was continuing to print when a new Update Home Study was created. Effective with this release, when Update Home Study is selected on the Home Details window, any previous Child Specific Information will be deleted.
- The Applicants Birthplace will now print on the Home Study.

Organization Related Investigations APS & CFS (Change)

A new Organization Related Investigation icon has been added to the Detail Organization window that allows APS and CPS workers to create organization related investigations when a Child Abuse/Neglect or Adult Protective Services intake has been created and was closed for Out of Home Assessment or for APS the new role of "Organization Related Investigation". Access the icon from the Organization sited in the triggering intake designated in a role of Allegation Involved or Allegation Site. This is the only window that will allow you to launch the organization related assessment/investigation.



The new functionality will replace the CPS practice of entering the results of their “Out of Home Assessment” work process within the Detail Organization narrative. The Detail Organization narrative functionality for this purpose will continue a short time longer to enable workers to complete Out of Home Assessments currently in progress. It is anticipated that after the March 2012 release, the Detail Org narrative option will no longer be enabled for entry.

The following highlights changes that have been made. For further instruction, refer to the demonstration located in N-FOCUS online help.

1. Click on the Organization Related Investigation icon.

Result

- a) List Investigations window displays, if prior investigations have been created; if displayed, click on the New icon; **OR**
 - b) Message box “Investigation not found” displays, asking if you would like to add a new Investigation.
2. Click Yes to create a new Investigation. Detail Investigation window displays in ADD mode and Draft status.
 3. In the Investigation group box, enter Begin Date and click on the Tie Intake swoosh-out arrow and select an Intake to tie to the Investigation.

Results

- a) Investigation Type becomes populated dependent on the type of intake that was tied to this investigation: Out of Home Assessment if CPS, or Organization Related Investigation if APS.
 - b) The organization from which the Assessment/Investigation is being launched displays in the Organizations in Investigation listbox.
 - c) The Add/Update pushbuttons for Persons and for Organizations become enabled.
4. Click on the Persons’ Add/Update pushbutton. The Persons in Investigation window will display.

N-FOCUS - Persons in Investigation

Available Persons in the tied Intake(s)

Name	Birth Date	Person Number

Select

Add other Person

Persons in Investigation

Name	Birth Date	Role	Begin Date
PATSY PERP	12-12-1982	Alleged Perpetrator	11-28-2011
ROY ROGERS	02-02-2002	Alleged Victim	11-28-2011

Update

Remove

OK Cancel

- Click the OK button to transfer the names of those pulled in from the Intake (Persons in Investigation list box) onto the Detail Investigation window.

N-FOCUS - Detail Investigation

File Actions Detail Goto Help

Organization Name: HEARTLAND CARES

Investigation

Type: Out of Home Assessment Investigation Number:

Begin Date: 11-28-2011 Tie Intake

Status: Draft as of Updated By:

Persons in Investigation

Name	Birth Date	Role	Begin Date	End Date
PATSY PERP	12-12-1982	Alleged Perpetrator	11-28-2011	
ROY ROGERS	02-02-2002	Alleged Victim	11-28-2011	

Organizations in Investigation

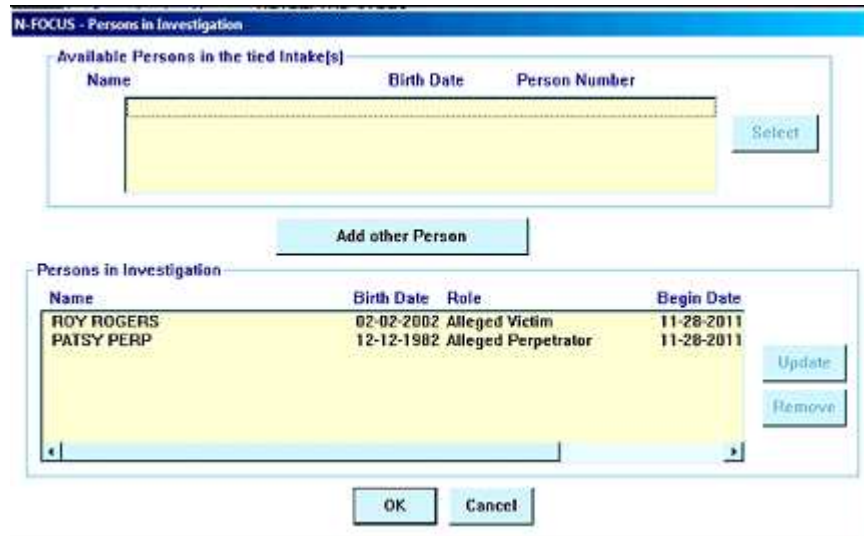
Name	Role	Begin Date	End Date
HEARTLAND CARES	Allegation Involved	11-28-2011	

Reviewed By: On Behalf Of:

Supervisor Review

10-27-2011 13:24:30

- Click on the Save button.
The Investigation Number, status date ("as of" date), and Updated By (user number) displays
- Click the Assignment icon to assign the Assessment/Investigation.
- Click Persons in Investigation ... Add/Update to add or modify information about persons who were not named in the Intake.
Persons in Investigation window will display.



N-FOCUS - Persons in Investigation

Available Persons in the tied Intake(s)

Name	Birth Date	Person Number

Select

Add other Person

Persons in Investigation

Name	Birth Date	Role	Begin Date
ROY ROGERS	02-02-2002	Alleged Victim	11-28-2011
PATSY PERP	12-12-1982	Alleged Perpetrator	11-28-2011

Update

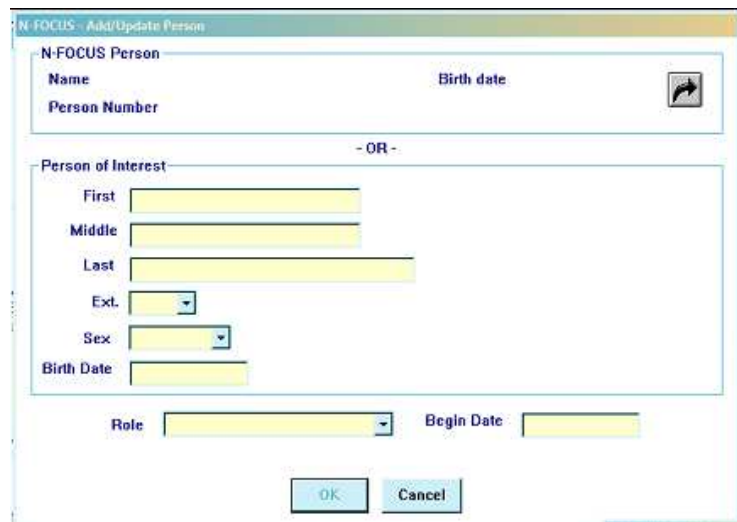
Remove

OK Cancel

- Click Add other Person to add either a person known to N-FOCUS or to add partial information about a person who may have pertinent information about some aspect of the investigation who does not need to become a person on the N-FOCUS system. For example, a person Add another person to the investigation.

Add/Update Person window displays.

To determine if the person you want to add is already on N-FOCUS, click on the out-select arrow and bring back as an 'N-FOCUS Person' as appropriate.



N-FOCUS - Add/Update Person

N-FOCUS Person

Name Birth date

Person Number

- OR -

Person of Interest

First

Middle

Last

Ext.

Sex

Birth Date

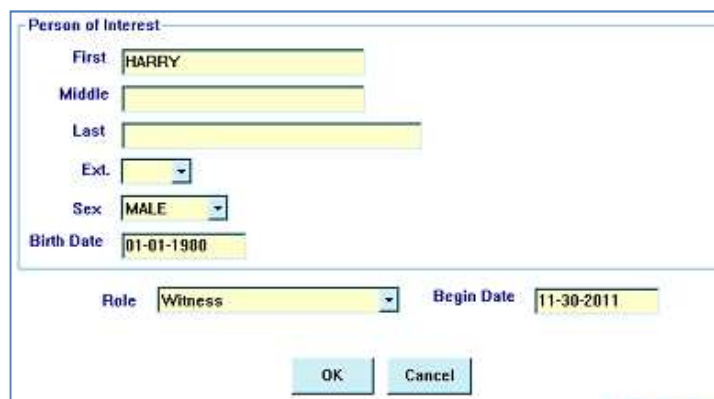
Role Begin Date

OK Cancel

To add a 'Person of Interest' enter any available information in the Person of Interest group box. Only minimal information is required.

In either instance, select a Role from the dropdown list and the Begin Date of the person's involvement in the investigation; and click the OK button.

The Persons in Investigation window will display with the added information.



Person of Interest

First HARRY

Middle

Last

Ext.

Sex MALE

Birth Date 01-01-1900

Role Witness Begin Date 11-30-2011

OK Cancel

N-FOCUS - Persons in Investigation

Available Persons in the tied Intake[s]

Name	Birth Date	Person Number

Select

Add other Person

Persons in Investigation

Name	Birth Date	Role	Begin Date
ROY ROGERS	02-02-2002	Alleged Victim	11-28-2011
PATSY PERP	12-12-1982	Alleged Perpetrator	11-28-2011
HARRY	01-01-1980	Witness	11-30-2011

Update Remove

OK Cancel

10. Click the OK button to bring the names of the people into the Investigation.

Note: To Update or Remove persons in the Investigation, highlight the data and click Update or Remove.

The following entries are required within N-FOCUS in order to finalize an Out of Home Assessment/Organization Related Investigation.

1. **Contact Detail:** Initial contact with the alleged victim must be documented on Detail Person Contact window. This window works as it does within the CPS Safety Assessment and the APS Investigation.
2. **Summary Narrative:** Summary Narrative requires a finalized narrative entry for each Subject Area within the list before you are allowed to update the Assessment/Investigation from "Draft" status to "Ready for Review."
3. **Assignment:** A worker assignment must have been made prior to updating the status of the investigation.
4. Finding must be entered for all allegations made in the tied Intake prior to finalizing an investigation.
5. Supervisory Review is required and only Supervisor or specified designee can finalize an investigation.

N-FOCUS - Detail Person Contact

File Actions Goto Detail Help

Person: ROY ROGERS

ADD

☐ Not Contacted

Contact Information

Contacted By: DHHS Date: 11-28-2011 Time: 12:30 PM

Location: Residence of Roy and his parents Others Present: Roy's mother and father

Add

Comments: INITIAL CONTACT: Met and discussed what happened the morning of 11/28/2011

Update Delete

Contact Detail

Contacted By	Contact Date	Time	Location

Fostering Connections to Success & Increasing Adoption Act of 2008 (Change)

There is not an automated conversion for the following changes. A report will be run to identify all Title IV-E children who turned 18 in Subsidized Adoption and CFS/JC Program Cases.

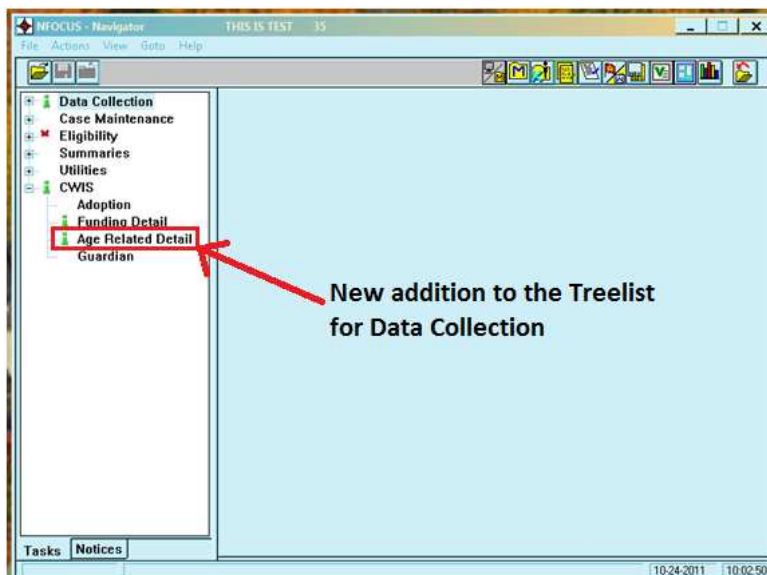
Youth Approaching or have Reached 18th Birthday (Change)

The following change has been implemented in N-FOCUS for Title IV-E children/youth that approach or have reached their 18th birthday in Subsidized Adoption, Subsidized Guardianship and CFS/JC Program Cases:

Eligibility for Foster children, Adopted children and GAP children now all have the same eligibility requirements which is found here: Under CWIS list in Expert system you will now see a new list called "Age Related Detail"

The Age Related Detail drop-down list has five possible answers. It also allows for multiple answers pertaining to what is accruing with the youth between age 18 and 19. The options are:

1. Completing Secondary School
2. Employed 80 hours
3. Incapable of school or employment
4. Participation in program for future employment
5. None



The screenshot shows the 'Add CW Age Related Details' form. It has a table with columns 'Person:', 'WHY A', and '07-1993'. The first row contains the text 'TEST', 'WHY A', and '07-1993'. To the right of the table is a section titled 'Age Related Detail:' with a dropdown menu showing 'Completing Post Secondary School'. Below this are fields for 'Begin Date:' and 'End Date:'. At the bottom are buttons for 'Next', 'OK', 'Cancel', and 'Help'.

The recording of information on this task is date driven. In the instance shown below, we are looking at the period of Oct 2011. This example shows the youth is completing Post Secondary School and also employed 80 hours.

LAST NAME	FIRST NAME	DOB/EDD	AGE	NUMBER
TEST	WHY A	07-1993	18	21552515
Age Related Detail				
		Begin Date	End Date	
Employed 80 hrs		10-01-2011	10-15-2011	
Completing Secondary School		07-22-2011	09-30-2011	
Completing Post Secondary School		05-01-2011		

Note: You will not be able to enter “none” and something else such as Completing Post Secondary School. “None” Stands alone and equals failure of Title IV-E eligibility.

Reminder: Alert 0248 is an ‘age related’ alert. This alert is displayed for every worker assigned; 3 months prior to 18th birthday and again 1 month prior to 18th birthday ONLY on All Title IV-E eligible youth in these program types: CFS, JC, SA, SA/MED, Med/SA, SG, SG/MED, Med/SG.

New Correspondence has been added for this process. Please refer to the Correspondence section of this document for information regarding this correspondence.

[Subsidized Adoption \(Change\)](#)

[Applicable Child Age Test \(Change\)](#)

The following changes have been made to accommodate the changes made to Subsidized Adoption in regards to the Fostering Connections to Success and Increasing Adoption Act of 2008:

A new Adoption Finalized Date window will appear when you create a new program case for all adopted children. Enter the Adoption Finalized Date and click OK to proceed.

A new question will display in Expert System. This question will be asked regarding all adopted children.

Question

Did all parties sign the Subsidized Adoption Agreement on or before the date the adoption was finalized?

N-FOCUS - Adoption Finalized Date

Adoption Finalized Date

Note: N-FOCUS will complete the “Applicable Child” age test. N-FOCUS will look at the end date of the Federal Fiscal year in which the adoption occurred using the date that was entered in the Adoption Finalized Date window upon creation of the child’s program case. The child’s age as of that date will be verified to ensure that they pass the age test as an applicable child.

If the child fails the age test then a secondary question will appear in the Subsidized Adoption-Eligibility Determination Window:

Question

Has the child been in out of home care continuously for at least 60 consecutive months (5 years) at any time prior to the adoption petition being filed?

Based on the response to these two questions, N-FOCUS will determine the following:

- If the child failed the age test but passes the out of home care test, the child will be a Title E eligible child as an “applicable child.”
- If the child fails both the age test and the 5 years in out of home placement then the eligibility finding will be NON - IV-E eligible child with the fund code as State Option

IV-

Sibling of an Applicable Child (Change)

If a child is part of a sibling group and the group is placed in the same adoptive home and one of the siblings has been determined eligible as an Applicable child the following question will display:

Question

Is this child being adopted by the same parents as the applicable child?

- **If Yes** - The child will be determinate as a Title IV-E—applicable child.
- **If NO** - The child will be NON IV-E with funding code as State Option

Subsidized Adoption - Eligibility Determination

Program Case
LYON BRIAN 09-2009 SAMED 14963049 09-01-2009 Active IV-E

DHHS Adoption | Private Adoption

Did all parties sign the Subsidized Adoption Agreement on or before the date the adoption was finalized?
☐ Yes ☐ No

Has this child been in out of home care continuously for at least 60 consecutive months (5 years) at any time prior to the adoption petition being filed?
☐ Yes ☐ No

Adoption
Is this a re-adoption?
☐ Yes ☐ No

Was the previous adoption IV-E funded?
☐ Yes ☐ No

Is this child being adopted by the same parents as the applicable child?
☐ Yes ☐ No

Next OK Cancel Help

Eligibility Requirements for Title IV-E Subsidized Guardianship (New)

Subsidized Guardianship Assistance Program (GAP) is now Title IV-E eligible. The program case types of Guardianship, upon creation for each child, will now have a status of Pending. Eligibility and funding will be determined in Expert System.

A new Guardian task has been added to the Navigator window under the CWIS tree list to facilitate this change.

NFOCUS - Navigator TAMIE TRUE 135

File Actions View Goto Help

Data Collection
Case Maintenance
Eligibility
Summaries
Utilities
CWIS
Adoption
Funding Detail
Age Related Detail
Guardian

PROGRAM	PC NUMBER	STATUS	Begin Date	Fund Code
Last Name	First Name	DOB/EDD	Age	Number
TRUE	TAMIE	Pending	05-01-2011	8
			05-2003	93776548

Determine Eligibility Eligibility Details [Help]

Tasks Notices Current History Summary

Running Guardian 06-29-2011 9:53:27

Subsidized Guardianship – Eligibility Determination Questions (Change)

When the “Determine Eligibility button” is selected from the Navigator CWIS Guardian task, a list of subsidized Guardianship program cases that are pending or active is displayed in the “Program Case” image list. As each is selected, the questions will display. If the case is active, it may have prior answers. When the first four questions are answered and the OK button is selected, N-FOCUS will evaluate the answers. This evaluation will determine whether or not the fifth question is displayed.

Question 1

Did all parties sign the Subsidized Guardianship agreement on or before the date the court appointment of the guardian?

- If No – the Fund Code will be CW and an additional pop up notice will display ‘If a GAP agreement was signed, it must be amended.’
- If Yes – no additional information will display

Subsidized Guardianship - Eligibility Determination

Program Case

Did all parties sign the Subsidized Guardianship agreement on or before the date the court appointment of the guardian?

1 ☐ Yes ☐ No

Was this child in Foster Care with the prospective relative guardian for more than six consecutive months prior to the court appointment of the guardian?

2 ☐ Yes ☐ No

Was the relative guardian fully licensed at some point during that six month period, and are they fully licensed as of the court appointment of the guardian?

3 ☐ Yes ☐ No

Was this child eligible for Foster Care maintenance as IV-E during that six consecutive month period?

4 ☐ Yes ☐ No

Sibling Qualification

Did this child live in the same Foster Care living arrangement with the same relative guardian as a GAP qualifying child?

5 ☐ Yes ☐ No

Next OK Cancel Help

Question 2

Was this child in Foster Care with the prospective relative guardian for more than six consecutive months prior to the court appointment of the guardian?

Question 3

Was the relative guardian fully licensed at some point during that six month period, and are they fully licensed as of the court appointment of the guardian?

Question 4

Was this child eligible for Foster Care maintenance as IV-E during that six consecutive month period?

- If questions 2,3 and 4 are all answered Yes, the youth will be found Title IV-E for GAP
- If any of the answers for questions 2, 3 and 4 are No, the fund code will be CW and an additional pop up notice will state ‘If a GAP agreement was signed, it must be amended.’

Question 5

Did this child live in the same Foster care living arrangement with the same relative guardian as a GAP qualifying child?

- If No – The sibling Fund Code will be CW
- If Yes – They will qualify as Title IV-E

Note: This question will only appear after the first four questions are answered and the Next or OK button is selected. At that time, N-FOCUS will evaluate the answers to the first four questions to determine if this question is applicable. The question will display if the following criteria is true:

- If the child does not qualify for Title IV-E in his/her own right, and only if a sibling is detected in the same Master Case and active in a Subsidized Guardianship case with a fund code of IV-E at any time, on or before this case's Application Received Date

Guardianship Summary Tab (Change)

The Guardianship Summary Tab will display all the Subsidized Guardianship and Subsidized Adoption program cases. Select a row to display the Eligibility Details.

If eligibility changes in either the Guardianship or Adoption program cases, you will see the beginning and end dates along with the findings of the determination of eligibility.

Reminder "Age related detail" applies to youth in adoption or guardianship program case types and means the child's eligibility can change either by a corrective action or does not meet the "age related details" for all or part of the year between age 18 up to age 19.

Case Status	IV-E Funding	Decision Date	Begin Date,	End Date,	Worker Name
Active	Yes	06-29-2011	05-01-2011	12-31-9999	

Determined IV-E Eligible : Yes
Begin Date : 05-01-2011 End Date : 12-31-9999
Agreement Signed Yes
Foster care with relative guardian: Yes
Fully licensed: Yes
Eligible for foster care maintenance as IV-E? Yes
Sibling Qualification: Yes

OK Help

Pending Child Care Cases for a CFS Case (Tip)

When pending a CFS related Child Care case, always change the Mode to Change Management on the Program Case Mode Confirmation window.

Effective with this release, when a Child Care case is Pended on the system in Interviewing Mode, a letter will automatically be generated that will indicate the date and time the client is to call into the Customer Service Center for an Interview. Since Child Care cases that are part of a CFS Case are Without Regard to Income, an interview is not necessary; however, the system does not recognize this fact. Therefore, the worker must change the Mode.

Program Case Mode Confirmation

QUAD MULTIPLE CC 92229173

System Determined Mode: Interviewing

When the mode is set or changed to Interviewing, an interview will automatically be scheduled by the system. If an interview is not required for this program, change the mode.

☐ Accept System Determined Mode

☒ Change Mode

Change Management

Interviewing

Processing

OK Help

CFS Information Search from Main Menu (Tip)

The APS Investigation radio button allows staff to view lists of APS Investigations by a variety of options within a defined date range. If you click the Type drop down, you will see a list of three types:

1. Investigation (formerly called "APS Investigation")
2. Org Related Investigation
3. Out of Home Assessment

Although this window has been changed to accommodate the Organization Related Investigation and the Out-of-Home Assessment, the display for these two types will not be available until a subsequent release.

N-FOCUS - Search CFS Information

Search for

☒ Child Reviews ☐ Protective Action ☐ Safety Plan

☐ Condition for Return ☐ Protective Capacity Assessment ☐ YLS Assessment

☐ Hearings/Legal Actions ☐ Safety Assessment ☒ APS Investigation

Search by

☒ Completed By ☐ Person Involved ☐ Assigned To

☐ Supervisor ☐ Org Involved ☐ Supervisor

☐ Court ☐ Office

Name

Status [ALL] Type [ALL]

Investigation

Org Related Investigation

Out of Home Assessment

Date Range

Begin Date

From

To

-AND-

Search Clear Cancel

Deleting Safety Assessments (Tip)

Effective 11/09/2011 CFS Supervisors and Administrators have the ability to delete NSIS Safety Assessments, Safety Plans, Protective Actions and Conditions for Return. The deletion function is for error correction only. Some examples of when it is appropriate to delete a Safety Assessment would be when the associated Intake is subsequently screened out or when the Safety Assessment was added to the wrong CFS case. It would be appropriate to delete a Safety Plan if all the children were found to be safe or if the family will not cooperate with a Safety Plan and you need to do a Safety Plan Override.

Steps for Deleting Safety Assessments, Safety Plans, Protective Actions:

1. Navigate to the Detail Safety Assessment
2. Select the Actions menu
3. Delete Safety Assessment will be enabled
Tip: Only the most recent Safety Assessment can be deleted
4. Select Delete Safety Assessment
5. You will receive a confirmation message asking if you really want to delete this Safety Assessment. Select 'Yes'.
Tip: Once you mark a Safety Assessment for deletion, there is no way to undo it. You need to be certain that you have the correct Safety Assessment and truly want it deleted.
6. The Safety Assessment will now show in deleted status and cannot be changed.
7. Overnight, a batch job will delete the safety assessment.

The process to delete Safety Plans, Protective Actions and Conditions for Return is identical to the Safety Assessment process.